

## IV-FFY Maintenance Screen

The Funding Fiscal Year (FFY) Maintenance screen is used to perform yearly table maintenance by FFY, print a table, or recall table maintenance. The screen allows agencies to perform FFY maintenance for multiple tables through one screen. Maintenance activity performed from this screen include **G**=Generate FFY, **P**=Print Table, **R**=Recall Maintenance, and **X**=Delete FFY.

### FFY MAINTENANCE SCREEN

The FFY Maintenance screen is accessed from the following screens:

- ✧ Any table Entry or List screen that has FFY maintenance:

Key **F** in the Function field and press **Enter** (Entry screen must be blank, except FFY, when **Enter** is pressed)

- ✧ I: Table Maintenance/Inquiry:

Key **80** in the Code field at the bottom of the screen and press **Enter**

- ✧ Any CALSTARS screen with a Command line:

Key **I.80** on the Command line and press **Enter**.

An example of the screen is displayed below.

```
9990 FFY Maintenance                                02-24-2005 01:36 PM

Enter under F below: (G=Generate FFY, P=Print Table, R=Recall Maint/Print)
                    (X=Delete FFY)
Enter under FFY below the year to Generate from, Delete, or Print.

F  FFY          TABLE
-  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
-  2004  Index Code          (IC)
-      Appropriation Symbol  (AS)
-      Program Cost Account  (PA)
-      Cost Allocation        (CA)
-      Employee Master       (EF)

-      DGS Invoice Allocation (EA)
-      DGS Services          (OD)

Press Enter to submit request(s)

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear                                Main
```

To initiate maintenance from the FFY Maintenance screen, key **G**, **P**, **R** or **X** in the F action column to the left of the desired table. Key the appropriate FFY in the FFY field if necessary, and press **Enter**.

It may not be necessary to key the FFY if the maintenance screen was accessed through an Entry or List screen. If a FFY is present on the Entry or List screen when **Enter** is pressed, the FFY is displayed on the maintenance screen for the selected table. If the FFY field is blank when Enter is pressed, the FFY field is blank.

## TABLE MAINTENANCE FUNCTIONS

The following functions can be performed from the FFY Maintenance screen.

### G=Generate FFY

The **Generate** function copies table records from one year to the next and increases the FFY by one during overnight processing. This function is only available through the FFY Maintenance screen.

To **Generate** FFY records, key **G** in the F action column to the left of the desired table. Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the example below.

Key the existing FFY: (Year 1) in the FFY field	To <b>Generate</b> records for: (Year 2)
2004	2005
2005	2006
2006	2007

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

The **Generate** function may be run more than once for the same fiscal year to add new Year 1 records to Year 2. For example, using the **Generate** function a second time may be quicker than manually adding new Year 1 records to Year 2 records after Year 1 records were generated. Records are not duplicated when the **Generate** function is used more than once.

If an attempt is made to **Generate** new year records that have already been **Added** to the new year table, an error message is displayed on the activity report for each existing record. Error messages are not issued when an attempt is made to re-**Generate** previously generated records. If the **G=Generate** function is keyed more

than once during the same processing day, an online message is displayed stating that the Generate FFY has already been requested.

## P=Print Table

The **Print Table** function provides agencies the option of generating an electronic report file of the table's listing report and/or printing the report through the Print/Report File Selection pop-up screen.

Key a **P** in the F action column on the maintenance screen, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

An example of the pop-up screen (Index Code) is shown below.

```
Print/Report File Selection
Index Code (IC) Table

____ Enter FFY or leave blank for entire table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI920-2.TBL-IC.IQ.D2050308.T1039394
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI920-2.TBL-IC.IQ.D2050308.T1039394
  O=Printer Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

    Press Enter to submit the request, or press PF2 to cancel
```

**NOTE:** If a FFY is displayed on the pop-up screen, only records for the specified FFY are selected. If the FFY field is blank, the entire table (all FFYs) is selected.

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the table's listing report
- P** – Immediately generates an electronic report file of the table's listing report and ROPES the listing report to an agency printer
- O** – ROPES the table's listing report, including the current day's table maintenance, to an agency printer after overnight processing is complete

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

**Note:** The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

### R=Recall Maintenance/Print

The Recall function is used to recall overnight table maintenance before it is initiated.

Key an **R** in the F action field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen. The FFY must be blank when **Enter** is pressed.

An example of the pop-up screen (Index Code) is shown below.

```
Recall Overnight Maintenance/Print Request
Index Code (IC) Table

Select one or more with a 'Y':

_ Remove the request to Delete FFY 1997
_ Remove the request to Generate FFY 2004
_ Remove the request to Print FFY 2003
*** End of Data ***

Press Enter to remove the request(s).

PF2          PF7  PF8
Retrn        Bkwrđ Frwrđ
```

Key a **Y** in the field to the left of the desired maintenance or print request(s), and press **Enter** to remove the request(s). A confirmation message is displayed at the bottom of the screen.

### X=Delete FFY

The **X=Delete FFY** function initiates the deletion of all table records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column on the FFY Maintenance screen, the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen (Index Code) is displayed as shown below.

A C T I O N   C O N F I R M A T I O N  
Delete all Index Code records for 2000  
Press PF4 to confirm; PF2 to cancel

If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the Delete FFY maintenance is cancelled.

A message confirming that the table FFY maintenance was accepted or that the Delete function was cancelled is displayed at the bottom of the screen.

**Note:** If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

## FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, and for clearing the screen. The following F keys are available for the FFY Maintenance/pop-up screens:

### **F1=Help**

General text information is available when the cursor is placed on the screen and **F1** is pressed.

### **F2=Retrn**

Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

### **F3=Quit**

Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

### **F7=Bkwrđ (Backward)**

Go to the previous (page of records).

### **F8=Frwrđ (Forward)**

Go to the next (page of records).

**F9=Clear**

Erases all keyed fields.

**F12=Main**

Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.